

Subject: Computing	Unit Title: Developing Word/Symbol Processing Skills
<p><u>Learning Objectives and Aims:</u></p> <ul style="list-style-type: none">• To support the development of personalised MAPP learning intentions within the context of this unit.• To develop word processing, mouse and keyboard skills to support literacy outcomes.• To access cross curricular themes as topics as a project supported by IT.• To develop skills accessing specific symbolised and text-based software to support literacy.• Introduction to internet- supported and supervised use to access information, e-safety awareness.	
<p><u>Suggested Lesson Activities & Unit Coverage:</u></p> <ul style="list-style-type: none">❖ <u>Cross Curricular links- English, Science, PSHE & Design Technology.</u>❖ Access Microsoft word/Widgit Communicate in Print software with standard and large easi-keyboard, mouse, or rollerball. Introductory sessions to establish baseline of experience and skills for each pupil to target support. Initial sessions to modelling and presenting the use of Word and CiP and its basic functions.❖ Healthy Snack Recipes: Look at recipe books in the library, at home or supported on the internet. Consider how they are designed- lists of ingredients, step by step instructions, photograph of finished dish. Use Word/CiP to write a recipe book and include recipes used in D&T. Letter home to families asking for their favourite healthy snacks recipes- add to the recipe book. Half term project to send letter to families, research recipes, write up recipes, find photographs or draw/paint illustrations – then assemble. Consider the sections/chapters of the book, front cover and titles.❖ Fruit and Vegetables: Fact sheets- design fun fact sheets and ‘Did you know...’ sheets on different fruit and vegetables. Choose specific fruit or vegetables to internet search or local growers and what grows in our e.g., ‘Herbs Unlimited’ organise a visit. Discuss as a class group what questions and facts we would like to know more about. Compile questions to support internet search or trip. Illustrate with designs and graphics with WordArt, photographs from trip to make the fact sheet visually appealing.❖ Internet safety- before accessing the internet establish each pupil’s experience and use of internet and competency accessing and levels of independence. Offer a differentiated and personalised approach to e-safety concepts and awareness- develop an agreed class set of rules for accessing the internet – use Word/CiP to make a ‘Class Internet Rules’ charter, all pupils to agree and sign.	